

JOB OPPORTUNITIES REPORT IN AMMAN LOCAL ECONOMY MAY 2009

1. - HSBC. - HEAD OF HR (Human Resources) MIDDLE EAST NORTHERN REGION.- HSBC Bank Middle East Limited. **Role Purpose:** The Head of HR ME Northern Region is responsible for delivering a full HR services to that region, in accordance with Group & HBME requirements and company policies. Middle east Northern Region consists of Jordan, Lebanon, Iraq, Iran, Palestine and Syria. Drive and embed change at a global/local level in order to realize improved performance delivery and provide coaching and feedback to colleagues/senior leaders in a way that drives effective behavioral change. It is essentially a change and improvement role that seeks to provide the services required to drive business success and implement the HR agenda re Employer of Choice for Best Talent, Pay for Performance and Best Place to Work. **Principal Accountabilities:** Key activities and Decision-making areas: Impact on the Business •Has a deep understanding of the relevant business/HR's current and strategic agenda and vigorously ensures that people strategies across the relevant business area directly support this agenda. **APPLY** http://www.bayt.com/en/job/?xid=1232825&search_id=26QMcvYz&result_id=Q4Bkplpq

2. - SENIOR WEB / GRAPHIC DESIGNER. BAYT.COM. - We, at Bayt.com need creative, committed and experienced Web Designers to join our IT team in Jordan. As a web designer, your basic role will involve planning, presenting, and developing web pages and web sites that comply with our strict standards and requirements. You will be required to interact with internal departments as well as external clients. You **MUST** be able to design using Arabic as well as English. Knowledge of French would be an added benefit. You must be able to hand-code XHTML, create graphical images using Photoshop, present web pages reliant on CSS, while ensuring your designs are presentable on all popular browsers (IE6+, FireFox2+, Opera, Safari). **APPLY** http://www.bayt.com/job/about_us.

3. - PROJECT MANAGER.- Confidential Company.- An international company working in exhibitions and fairs is seeking for potential project manager responsible on planning and organizing an exhibition. Self-motivator, team player, and result achiever. Work under pressure with exceptional abilities to meet deadlines. **JOB DESCRIPTION:** **1.** Building up Database of potential prospects (gold prospecting, media monitor, referrals, surveys, personal interaction, competitors) **two.** Plans and executes project works and achieve targets (coordination with communication dep. follow up on all aspects of the exhibition) **three.** Carry over sales meetings and presentations (presenting the company in out/in office meeting to close sales and offer quality service). **4.** Determine resources needed and assign tasks (organize teamwork in charge of the exhibition). **5.** Manage day to day activities (follow up with clients and internal department) **six.** Setting up targets and ensures high KPI's (SQM, Collection, client's persistency) **seven.** Efficiently use company's resources and polices (assets, employees, equipments, reputation etc..) **8.** Maintain a high standard customer relation and service (support, creativity and outstanding business solution, answering requests and needs) **nine.** Maximizes company's exposure and well-being (lifestyle and belonging). **10.** Follow up company's procedures and tools (objectives, strategy, organization structure) **11.** Coordinate with communication department on marketing plan for the project (media, PR, Sales) **12.** Maintain and update database upon on going basis (company's profile and data) **13.** Coordinate effectively with operation department (suppliers, venue etc..). **SKILLS:** **1.** Good computer knowledge (MS, Internet) **Two.** Numeric and calculation skills. **3. -** Accounting basics (P/L, Direct cost etc..) **4.** Basic forecasting tools (setting targets, determine deadlines). Organization skills in timely manners. **6.** Communication skills (verbal & written). **7.** Team players and self-motivator **8.** Challenge solver and leadership skills (can lead meetings and presentations) **nine.** Proactive with open mind horizons **10.** Challenge solver and team motivator **11.** Work under pressure and decision maker.

APPLY http://www.bayt.com/en/job/?xid=1232628&search_id=mhE9uPa2&result_id=bNk7vR3F.

4.- QA ENGINEER.- BAYT.COM.- Required Experience: - Bachelors degree - 2 years technical software testing experience required (white box testing), including ability to create test plans and test scripts, manage execution of test scripts, and perform Integration and regression testing
 - 2 years experience with SQL querying. 1-year experience with programming and development life cycle exposure. Preferred Experience: - Bachelor's degree - Selenium Experience - Previous development experience - Strong organizational and communication skills, and work well with cross-functional teams.

5. - INTERNAL AUDITOR. - Aqaba Container Terminal (Pvt.) Co. •Develop an annual Internal Audit plan to be approved by the Audit Committee. •Perform internal audits in accordance with the annual plan and any instructions received from the Audit Committee throughout the year. •Pursue the implementation of actions to address findings of internal audits and follow up on previous audits.
 •Report to the Audit Committee on the findings and outcome of individual internal audits and prepare an Annual Internal Audit Report. •Report to the Audit Committee any significant difficulties or restrictions on scope and access to information encountered in the course of their work. •Review the auditing, accounting, and financial controls of the Company. •Review the integrity of the Company's financial reporting and identify relevant actions to be taken by management. •Review the effect of any significant changes in the accounting and auditing principles and accounting estimates applied for the preparation of the financial statements. •Review the practices and procedures of the Company to ensure compliance with applicable law and regulations as well as internal guidelines of Company. •Identify any legal matters that may have a material impact on the financial statements. •Plan and perform internal audits to review the internal control environment of the Company. •Support the implementation of necessary improvements in the Company's internal controls and follow up on the effectiveness of actions undertaken. **Education:** Business or accounting, or related discipline, and having qualified as Certified Internal Auditor.

6. - PROCUREMENT MANAGER. - Aqaba Container Terminal (Pvt.) Co. •Responsible for efficient purchasing of inventory, supplies and capital equipment for the company. •Responsible for tender's procedures, receiving bids, coordinates for committees; evaluating, assessing and selecting bidders based on capabilities and written criteria. •Establishes and executes procedures for procurement policy in conjunction with CFO. •Prepares and issues purchase orders; determines and negotiates prices, delivery and credit terms; buys according to established company policies and procedures; maintains accurate purchasing records. •Responsible for evaluating, assessing and selecting vendors. Maintains rapport and good working relationships with vendors; keeps accurate vendor records. •Evaluates and quantity price breaks to determine most economical purchasing of inventory and supplies in relationship to company's cost of capital. Prepares monthly reports and reviews forecast of purchasing commitments with CFO.
 •Responsible for establishing frame agreements with preferred supplies to minimize day-to-day work load and expedite procurement process about. •Expedites purchase orders as necessary and ensures delivery of purchased items for uninterrupted manufacturing flow. •Performs other purchasing or inventory control duties as necessary or as requested. •Assist subordinates in actively resisting any supplier request for price increase requiring the supplier to provide adequate documentation and justification to support such requests. •Manage, educate, train, and supervise assigned personnel in their duties. Education: business or mechanical / electrical engineering.

7. - SENIOR GRAPHIC DESIGNER. - Confidential Company. PURPOSE OF POSITION: The Company seeks a competent and creative designer who is bright, imaginative and a capable designer with strong communication skills specifically seeking a smaller environment to work with as a consultant.
RESPONSIBILITIES: The Senior Designer is responsible for the creation of all online visual design, including typography, visual concept, logo and icon design for the Internet and interactive platforms. The

candidate must be capable of leading the creative aspects of a project.

8. - SENIOR DESIGNER / CREATIVE DIRECTOR. - 3RD EYE. - A Creative Director (CD) oversees the creative team to help develop third Eye creative product for our clients. This team includes copywriters and designers. The CD also works with Account Executives to make sure the client's needs are being met and the creative goals are on track. CDs also develop every aspect of an ad campaign based on the client's marketing plan, conceptualize those ideas for clients, assign projects to staff, and verify the client's deadlines are being met. A CD generally gets the glory when a campaign is a success and takes the blame when it is a failure.

9. - FINANCIAL CONTROLLER. - CONFIDENTIAL COMPANY. Position Purpose Functions as the financial controller and is a key member of the company's leadership team providing business and financial perspective. Responsible for all aspects of financial management including strategic planning, measurement, budgeting.

10. - SHEET METAL FORMING PRODUCTION ENGINEER. ABDIN Industrial Establishment. Duties and Responsibilities: - Good knowledge of all sheet metal raw materials, sheet metal production process, control, cost and other techniques that maximizing effective manufacturing. - Determine and arrange work priorities and requirements of all sheet metal production orders. - Maintain and follow up all the activities of sheet metal department. - Contribute in setting department quality objectives and plan. - Direct and train all the employees and enhance their work performance. - Conduct employee evaluation. - Performs any related task requested by the direct supervisor.

11. - senior consultant & trainer. International Consulting and Training Network. International Experience in training & consulting soft skill & behavioral training in areas like Leadership, Communication skill, Team Building, Motivation, Goal setting. Also in career guidance as well as Sales marketing HR • should have exposure to handling different types of audience with excellent classroom management. • Experience in the hospitality and service industry. • Responsibilities include preparing lesson plans, training modules to meet the client's requirement. Reporting and coordinating for post training reports. Handling batches of trainees. • Capable of individually delivering high impact training for our corporate clients Balance score card Competency framework.

12. - SALES PERSON-FASHION RETAIL. LUXURY GROUP TRADING COMPANY. Greet customers and determine what each customer wants or needs. Answer questions regarding the store and its merchandise. Describe merchandise to customers. Prepare sales slips. Bag or package purchases, Achieve good sales Help customers try on or fit merchandise.

13. - WEB DEVELOPER. HANDICAP INTERNATIONAL. Specific Objectives: -Develop and upload the DMI-ME Website in both versions (English and Arabic). • Upload the DMI-ME journal (in English and Arabic). • Regularly and quickly upload key resources. • Oversee software licenses, web hosting, and domain registration. • Follow up on the work of the external web agency to ensure it is completed within budget and on time. • Ensure that the entire web site (in terms of content, design, and usability) and electronic downloadable resources found on the web site adhere to accessibility standards for persons with disabilities in liaison with the DMI steering committee. • Provide input and recommendations as to the further enhancement of the website with regard to content, design, and usability for persons with disabilities.

14. - HR MANAGER. - CONFIDENTIAL COMPANY. - Provision of a full HR service, covering the key areas of recruitment, retention, compensation and benefits, training and development and employee relations. - Maintaining the operation of HR department - Work permit and visa applications and background checks. - Preparation of job descriptions - Developing and delivering induction plans -

Developing and improving human resources communication strategies between territories. - Performing other related duties upon request.

15. - ACCOUNTANT. CONFIDENTIAL COMPANY. Duties and responsibilities: - Perform various bank reconciliations, research and resolve any reconciled items. - Reconcile the company accounts, research and resolve any differences. - Analyse Pre-paid accounts and record amortization. - Prepare the needed procedures for portfolio valuation. - Entering investment journal entries and calculate the - gain/loss calculations. - Compile, enter and post monthly adjusting journal entries
 - Reconcile, adjust and maintain Balance Sheet accounts such as prepaid expense, petty cash, accounts receivable, payroll related payables, loan and notes receivables, deferred income accounts, etc. - Entering journal entries on the accounting system . - Enter and post monthly adjusting journal entries and reconciling monthly reports. - Assist with closing the books and in producing monthly Profit and Loss statements. - Assist with Accounts Receivable and Payable workload. - Prepare journal entries for the companies' fund. -Any other related tasks.

16. - WEB DEVELOPER GENIE-SOFT. Job Summary: Job position entails designing, programming, and maintaining distributed applications. **Requirements:** - Strong knowledge in C#, ASP.NET, HTML, CSS, JavaScript, XML and AJAX - Solid Object Oriented Analysis and Design. - Strong Knowledge in MS SQL and T-SQL programming. - Knowledge in Apache/MySQL/SQLite/Perl/PHP/Python is a plus. - Has knowledge of a variety of concepts, practices, and procedures within the web development field. - Knowledge in IIS, SSL, Apache, Windows networking, security, and RDC.
 - Knowledge of standard development methodologies for the troubleshooting and tracking of bugs and fixes, and task prioritization. - Experience with relational databases, database design, and stored procedures.

17. - SENIOR C++ DEVELOPER. GENIE-SOFT. Job Summary: Job position requires strong qualities of leadership for managing C++ development team and capability to provide support for company products. **Requirements:** - 5+ years of C++ experience developing and delivering commercial end user grade applications is a MUST. - Experience with Win32, MFC, STL, COM, ATL, Windows SDK, Linux, POSIX. - Solid Object Oriented Analysis and Design. - Working knowledge of design patterns. - Understanding of software architectural issues as they are implemented in C++. - Good working knowledge in Open source projects. - Knowledge in QT, Objective C, SQLite, Lucene is a plus. - Ability to work in a fast-paced, projects-based team environment. - Strong analytical, mathematical, and research skills. - Proven ability to adopt and learn new technologies. - Knowledge of standard development methodologies for the troubleshooting and tracking of bugs and fixes, and task prioritization. - Strong analytical skills and ability to find solutions to complex technical.

18. - MEDICAL WRITER. CONFIDENTIAL COMPANY. Responsibilities: -Research, write, edit and proof copy to the highest standard (scientific and grammatical) for a full range of medical education and communications materials including scientific abstracts papers, posters, detail aids, oral presentations, print items, and multimedia -Support the delivery of scientific meetings including pre-meeting and on-site activities, preparation of content, liaison with pharmaceutical industry staff, faculty, speakers and audiovisual providers -Ensure all documents are well-organized, accurate, consistent, and in compliance with applicable company Standard Operating Procedures (SOPs) and regulations. -Accurate/precise interpretation and incorporation of amendments -Manage/co-ordinate materials through design/production to print-ready stage, according to standard operating procedures
 -Check printer's proofs (text, layout, color, specification) and sign-off for print/production
 -Provide direction for the development of creative designs -To maintain an up-to-date knowledge of healthcare compliance guidelines, laws and standard operating procedures and ensure adherence at all times. -Carefully take, correctly interpret and implement a project brief -Interact with personnel from other functional areas -Professional liaison with pharmaceutical industry key contacts, healthcare professionals

and other external service providers when necessary.

19. - OPERATIONS MANAGER. CONFIDENTIAL COMPANY. *Main Duties and Responsibilities:* - Responsible for the planning and management of purchasing, and logistics departments. - In coordination with marketing and production departments forecast finished goods and raw material requirements. - Manage local and overseas purchases of goods. - Maintain the required level of inventory. - Distribute products to local and overseas customers. - Identify key customers' issues and develop potential solutions. - Establish consumer perception measurement system and insuring their credibility to evaluate success of programs and products introduced impact on brand image and the performance of its personnel. - Ability to communicate effectively both verbally and written to all level of staff. - Should have effective organization and planning skills, manage multiple cross-functional relationships with all departments. - Compose and execute operational business plan and achieve targets. - Able to develop training and operational systems in accordance with company growth plan and effectively implement them. - Develop an efficient performance management analysis and reporting system on key criteria to evaluate individual stores/units' result. - Work closely with marketing, supply chain, quality assurance, and finance to provide sound business plan for the company. - Develop store-merchandising plan that deliver consumer needs while maximizing profitable sales. - Primarily responsible in ensuring efficient operations of a multiple restaurant units maximizing sales opportunity - Manage costs and expenditures through organized and informed planning - Implement, monitor and apply of control. - Supervise store managers and reports to the General Manager.

20. - GRAPHIC DESIGNER. BEECELL. **Key Tasks:** • Meeting with clients and clearly understanding what they are requesting that the final project look like. • Creating and developing new and unique ideas to represent an idea. This may include working with a design team or working directly with the client. • Using various computer programs to generate final projects for client's approval. • Modifying, revising and editing projects as required by the client. • Staying within timelines and deadlines for completion dates for projects. This requires good time management and organizational skills. • Invoicing, billing and bidding for new projects for those graphic designers that work freelance or are self-employed. • Creating the visual components of various types of media including TV, film, movies, magazines, written material and even advertising. • Has the unique job of taking the verbal ideas from the client and developing a creative way to capture both the information and the emotion that the production is trying to show.

FOR ADDITIONAL INFORMATION ON ANY OF THESE JOB OPPORTUNITIES DO NOT HESITATE TO REACH:

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